

NCANG AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG-AGR 2004-09

OPENING DATE: 21 May 2004  
CLOSING DATE: 07 June 2004

ANTICIPATED FILL DATE: To Be Determined

POSITION TITLE AND NUMBER:

Training Technician  
PDCN: 80297000  
Required AFSC: 3S2XX Only  
PCN: 774320

UNIT/ACTIVITY AND DUTY LOCATION:

145 Mission Support Flight  
NCANG, Charlotte, NC

GRADE AND SALARY:

Pay and allowances commensurate with military grade not to exceed MSgt/E7.

AREA OF CONSIDERATION: The area of consideration for this position is FULL TIME SUPPORT PERSONNEL ONLY.

HOW TO APPLY: All eligible applicants must submit an Application for Active Duty Guard/Reserve (NGB form 34-1) to the Office of the Adjutant General, State of North Carolina, ATTN: HRO-MD, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date.

QUALIFICATIONS: Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Must have the ability to develop, administer, and evaluate education/training/personnel programs. Must have the ability to gather data and compile plans and reports. Must have the ability to understand and assist with military personnel administered programs.

MILITARY ASSIGNMENT: Assignment in a compatible Enlisted position in the NCANG.  
AFSC: 3S2XX. AGR GRADE: not to exceed MSGT/E-7. Applicant must be within USAF weight standards. Must participate with unit during Training Assemblies and Annual Training.  
Member must remain in the position to which initially assigned for a minimum of 12 months.

EVALUATION FACTORS USED: Personal interviews and review of applications.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Accomplishes formal training actions through Pipeline Management System (PMS). Validates completed formal school applications. Enters eligible personnel into upgrade training (UGT) and ensures continued eligibility for training. Reviews ANG formal school allocations through the Training and Education Account Management System (TEAMS) and electronic Training Catalog Application (ETCA). Maintains generated listings of personnel attending school. Coordinates with higher headquarters, as necessary, to support formal school requirements for man-days and funding. Receives course booking forms and line numbers. Assists students with preparations to enter school, including preparing orders and out processing students. Serves as unit point of contact to resolve any problems encountered by students during formal training courses. Receives formal school student training reports on students, and graduation certificates upon completion of training, and forwards them to the unit training manager. Following completion of formal training, processes students into the unit, and documents completion of training and award of skill level. Monitors the Extension Course Institute (ECI)/Career Development Course (CDC) program in regard to ECI policies; provides advice to commanders, supervisors, And unit training managers on matters pertaining to ECI/CDC programs. Conducts quarterly Inventory of safe containing CDC test material in accordance with regulatory guidance. Enrolls personnel in courses and monitors progress. Administers and controls end of course examinations. Maintains records of personnel participating in the ECI/CDC programs and enters data into the personnel data system relative to course taken, course completion and test scores. Acts as test control alternate and administrator for ECI testing (CDC and

Professional Military Education courses). Conducts quarterly inventory of test materials. Captures data and accomplishes automated updates to reflect changes that result in classification actions. Ensures unit Training Managers (UTMs), Additional Duty Training Managers (ADTMs), supervisors, trainers, certifiers, and trainees are familiar with the concepts, scope, objectives, and procedures pertaining to on-the-job training (OJT). Maintains current computer-generated management information product listings of all personnel on (OJT). Ensures trainees meet all requirements for completion of training prior to upgrade of skill level. Identifies non-productive personnel in OJT status, and recommends appropriate corrective actions to supervisors, unit training personnel, and commanders. Coordinates arrangements for locally requested training facilities and equipment. Processes Career Development Course (CDC) reactivation and reenrollment requests in accordance with applicable guidance. Assists in evaluating the administration and effectiveness of each serviced unit OJT program during Staff Assistance Visits (SAVs). Consults with and assists various personnel involved with the military training program. Prepares, directs, controls, and instructs the Air Force Training Course. Conducts work-center visits. Develops, analyzes, oversees, and facilitates unit and individual training programs. Advises commander, supervisors, training managers, trainers, certifiers, and trainees on unit training program progress and issues. Implements and distributes periodic changes in training and assignment requirements from USAF, as well as notification of Air Force Specialty Codes (AFSC) consolidation. Conducts audits to ensure all personnel are qualified to maintain appropriate AFSC's. Reviews and processes requests for waivers, involving training and retraining, and forwards with locally generated recommendations for approval by higher authority. Monitors and accomplishes officer AFSC upgrade actions. Manages the Special Experience identifier (SEI) program for the base. Performs in-processing and out-processing actions for personnel departing for, and returning from all service schools. Ensures that departing personnel have in their possession orders, records, and reporting instructions. Prepares school tour orders via MAPPER. Counsels members departing for active duty for training to ensure special requirements such as physical examinations, clothing, equipment and security clearances are met. Prepares and processes computer inputs to the data base for data elements related to OJT training schools and correspondence courses. Complies with policy/procedures established in applicable directives in support of the Privacy Act of 1974. Maintains administrative suspense, publication files and records within the section, provides safeguards for CDC test materials; prepares reports, correspondence, requisition forms; publications and maintains records sets of special orders on approved school tour applications and ensures formal school tour workdays and funding is available. Accomplishes Community College of the Air Force (CCAF) registration and enrollments for assigned members. Ensures progress reports reflect proper semester hours of Air Force schooling and that transfer credits are applied from local colleges/universities or credit by examinations. Counsels full-time and traditional guardsmen of CCAF standing and general educational requirements to complete an Associates in Applied Science Degree. Maintains CCAF and local college catalogs as general reference publications for proper counseling techniques. Administers and directs the base Level Defense Activity for Non-traditional "Education Supports (DANTES) programs. These programs include examination of basic skills, e.g., GED, college credit by examination, e.g. CLEP; postsecondary admissions testing, e.g., ACT, SAT, GRE; and guidance and skills assessment inventories. Also included are independent study programs available from regionally accredited colleges and universities; military evaluation programs e.g., college credit for military experience and training; experiential learning assessment programs, college credit for volunteer or vocational experiences, and external degree programs which offer flexible schedules, incorporate nontraditional education and have little or no residency requirement. In addition, requisitions materials from DANTES and maintains a reference library of appropriate publications. Markets programs to unit members and counsels them on those programs that will assist them in meeting their education objectives. Maintains liaison with higher headquarters; local schools; local colleges and universities; the state Department of Education; etc. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS:

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; white, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs.
2. An initial, and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury.
3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15.
4. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date.
5. Males born on or after 1 January 1960 must be registered with the Selective Service in order to be considered for federal employment.

DISTRIBUTION:

A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-20, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1